

CRITICAL INCIDENT PLANNING

In Effect: 01/01/2015

Review Date: 12/31/2015

CRITICAL INCIDENT PLANNING

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.01 MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 46.1.1; 46.1.2; 46.1.3; 46.1.4; 46.1.5; 46.1.6; 46.1.7; 46.1.8; 46.1.9	ISSUE DATE: _____
	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

Critical incidents refer to situations of an emergency nature, either natural or man-made disasters or civil disturbances. Disasters include floods, hurricanes, tornadoes, explosions, fires and airplane crashes. Examples of civil disturbances include riots, disorders and violence arising from dissident groups or marches, rock concerts, political conventions and labor disputes. The response to such incidents may require a mutual aid or multiple agencies.

Under the provisions of Chapter 38 of the Massachusetts General Laws, the Governor of the Commonwealth has the authority to deploy the National Guard to assist state and local authorities in the protection of life and property. Should a declared state of emergency exist or be requested, the Chief of Police shall act as liaison to the Office of the Adjutant General for the purpose of directing, coordinating, and controlling the operation.

II. POLICY

It is the policy of this department to:

A. Develop, review, and maintain a plan to respond to critical incidents.

B. Maintain response equipment in a state of operational readiness.

C. Train affected personnel in implementation of the plan.

III. DEFINITIONS

A. *Critical Incidents*: Extraordinary emergency situations which generally result from natural and/or man-made disasters or civil disturbances.

IV. PROCEDURES

A. *Emergency Planner*

1. EMERGENCY PLANNER: The Chief of Police shall designate an Emergency Planning Supervisor to coordinate and oversee the planning functions for the department's response to critical incidents. [46.1.1]
2. The Emergency Planner shall ensure that:
 - a. A Comprehensive Emergency Management Plan (CEMP) is prepared for the community to respond to natural and man-made disasters, civil disturbances, and other critical incidents. The plan will follow standard Incident Command System (ICS) protocols.
 - b. Copies of the CEMP are available to all command personnel and are reviewed and updated annually. The copies are located **in the Chief of Police' Office**.
 - c. The CEMP is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the department without the authorization of the Chief of Police.
 - d. All affected personnel shall receive annual training on the CEMP, and such training shall be documented in the employees training file. [46.1.9]
 - e. All CEMP training documentation shall be filed and maintained by the Emergency Planner.
 - f. The Emergency Planner shall ensure that department equipment designated for use in the CEMP is inspected quarterly for operational readiness. [46.1.8]
 - g. Operational readiness equipment inspection documentation shall be filed and maintained by the Emergency Planner.

B. *Comprehensive Emergency Management Plan (C.E.M.P.)*

1. PURPOSE [46.1.2]
 - a. The CEMP consists of a plan of command, control, and response for dealing with critical incidents, including natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded person

situations, acts of terrorism and other critical incidents.

- b. The plan considers mutual aid and a multi-agency response if necessary.
- c. The plan can be augmented by more detailed response plans for a specific event. See the following department policies:

- 1) Hostage Negotiations
- 2) Strikes and Labor Disputes

2. FORMAT

- a. The plan follows standard Incident Command System (ICS) protocols, which provide interoperability with other public safety and government entities who may also respond to the incident.
- b. Fundamental functions of the ICS system are addressed in the plan.

3. ICS FUNCTIONS

- a. COMMAND FUNCTION: [46.1.3]
 - 1) Activate the Incident Command System;
 - 2) Establish a command post;
 - 3) Initiate the mobilization and notification of agency personnel;
 - 4) Obtain support from other agencies including other municipal departments, state, federal and military;
 - 5) Establish a staging area, if necessary;
 - 6) Provide public information and media relations;
 - 7) Maintain safety of all affected personnel; and
 - 8) Prepare a documented after action report.
- b. OPERATIONS FUNCTION: [46.1.4]
 - 1) Establish perimeters;
 - 2) Conduct evacuations;
 - 3) Maintain command post and scene security;
 - 4) Provide for detainee transportation, processing, and confinement;
 - 5) Direct and control traffic; and
 - 6) Conduct post-incident investigation.
- c. PLANNING FUNCTION: [46.1.5]

- 1) Prepare a documented incident action plan;
 - 2) Gather and disseminate information and intelligence; and
 - 3) Plan a post-incident demobilization.
- d. LOGISTICS FUNCTION: [46.1.6]
- 1) Communications;
 - 2) Transportation;
 - 3) Medical support;
 - 4) Supplies; and
 - 5) Special teams and equipment needs.
- e. FINANCE/ADMINISTRATION FUNCTION: [46.1.7]
- 1) Record personnel time;
 - 2) Procure additional resources;
 - 3) Record expenses; and
 - 4) Document injuries and liability issues.
4. RESOURCES
- a. The plans should also include the following, as applicable:
 - 1) A scribe to record command post and incident activities;
 - 2) Situation maps;
 - 3) Martial law;
 - 4) Court/prosecutor liaison and other legal considerations.
 - b. Any existing city, county, regional and state plans should be examined and utilized where appropriate.